

Job Description

Title	Maintenance Committee
Purpose	To provide maintenance service on church physical plant and property.
Term	One or two years, depending on local church officer election cycle.
Authority	Exercise craft knowledge and judgment to advise Head Deacon on repairs needed to church plant.
Accountability	Works under the Head Deacon on repairs and alterations ordered by the Church Board.
Responsibilities	<ol style="list-style-type: none">1. Cooperate with the Church Board in the necessary repairs to the church property.2. Follow the leadership of the Head Deacon in priority repairs to church property.3. Inform the Head Deacon of repairs being needed which they have noted, giving a complete description of the scope of work required to repair.4. Member of the Finance Committee.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Have sufficient craft experience; e.g. plumbing, electrical, carpentry to perform acceptable work independently to the journeyman level.6. To own needed tools to perform standard repairs in craft area. Special tools will be secured by the Church Board through bid, estimates, or rental.7. Ability to use professional drawings and translate code requirements adequately for Head Deacon's comprehension.

Job Description

Title	Personal Ministries Council
Purpose	To enlist members into active soul-winning service for God.
Responsibilities	<ol style="list-style-type: none">1. Arrange for the council meeting of the church Study it's field of missionary activity Develop a budget during sessions Counsel with the church board concerning the missionary program of the church Enlist members in definite lines of services.2. Direct the laymen in, though not limited to, the following specific areas of missionary service sponsored by the Personal Ministries:<ul style="list-style-type: none">• Bible studies• Literature distribution• Community Services• Plan and make provision for disaster-relief• Bible evangelism including small group, Bible course enrollments/Bible schools, lay preaching,3. To aid the church board in arranging territorial assignments.4. To train members in Christian witnessing.<ul style="list-style-type: none">• Conducting classes in how to give Bible studies, personal ministry work, Community Services & disaster relief• Give practical demonstrations in how to do this work• Leading the members in active missionary work.5. To supervise the Community Services activities of the church and serve as the governing committee of the church's center.6. To cooperate with the local Conference Personal Ministries Director.7. To disburse the local personal ministry funds.8. To conduct at least five meetings a year. one planning, and one quarterly.
Membership	Chairman: Personal Ministries leader. Members: Assistant PM leader/s Pastor, Elder/s & PM Secretary. Possible additional members could be-Community Service leader, Interest Coordinator, Health & Temperance, Public Relations Religious Liberty, Shut-in ministry, Treasurer, SS Superintendent, or other ministry leaders.

Job Description

Title	Senior Fellowship
Purpose	To notify senior members of functions specifically planned for them.
Term	One or two years, depending on local church officer election cycle.
Authority	Not applicable.
Accountability	Responsible to church board.
Responsibilities	<ol style="list-style-type: none">1. When fellowship dinners, or community functions are planned, to notify church bulletin secretary of that function, also work with the other SDA churches in the area.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Concerned for the needs of the senior members.